

Vehicle and Pedestrian Safety

Los Alamos National Laboratory
Laboratory Implementation Requirement LIR 402-1320-01.2
Original Issue Date: 11/25/98 (Revised:05/01/02)

Mandatory Document

1.0 Introduction

Lessons Learned: [click here](#) for Lessons Learned that may apply to the requirements in this LIR.

This LIR establishes the requirements for vehicular and pedestrian safety at Los Alamos National Laboratory (LANL or the Laboratory).

1.1 Background

This LIR complements [LPR 402-00-00.0](#), "Worker Health and Safety," Appendix 19, "Traffic Safety;" [LIR 201-00-04](#), "Abnormal Events." The requirements contained in this revision become effective upon issuance and are depicted as italicized.

1.2 In This Document

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2.0 Purpose

LANL and all associated contractors and subcontractors shall implement the vehicular and pedestrian safety requirements defined in this document.

3.0 Scope/Applicability

The requirements in this LIR shall apply to the operation of government and privately owned vehicles operated on LANL property. The LIR shall further apply to government, private, and commercially owned (rented) vehicles operated by LANL employees, contractors, and subcontractors while on Laboratory business. This LIR includes motorized and non-motorized conveyances, including watercraft and trailers. This document also covers the requirements for pedestrians' behavior on Laboratory property, particularly with regard to their interactions with vehicular traffic.

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This LIR shall not apply to on-site, intra-site or off-site packaging and transportation of general commodities, hazardous materials, substances, or wastes addressed in LIR 405-10-01.0, "Packaging and Transportation," or the operation of forklifts and powered industrial trucks addressed in LIR 402-1110-01.0, "Forklifts and Powered Industrial Trucks."

4.0 Definitions

4.1 Acronyms

ATV	All-terrain vehicle
CAIRS	Computerized Accident and Incident Reporting System
EM&R	Emergency Management and Response Group
GOV	Government-owned vehicle
GSA	General Services Administration
HSR	Health, Safety and Radiation
HSR-5	Industrial Hygiene and Safety Group
LAPD	Los Alamos Police Department
POV	Privately owned vehicle

4.2 Terms

Accident—Any incident involving:

- damage to a government vehicle, a privately owned vehicle on LANL business, *or a privately owned vehicle on LANL property driven by LANL employees, contractors, and subcontractors and their family or guests;*
- damage to government or private property (including a POV) caused by a GOV or POV on LANL business, *or a privately owned vehicle on LANL property driven by LANL employees, contractors, and subcontractors and their family or guests;*
- an injury to a driver, passenger, *worker*, or pedestrian caused by a GOV or POV on Laboratory business,
- an injury to a LANL employee, *contractor, or subcontractor* caused by a vehicle; or
- *an injury to a driver, passenger, worker, or pedestrian on LANL property caused by LANL employees, contractors, and subcontractors and their family or guests.*

Bicycle—Any rider powered conveyance designed for and commonly accepted for use on public roads.

Boat—Any motorized or non-motorized watercraft used for LANL business.

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Motor vehicle—Any motor-powered conveyance that is licensed, regulated, and equipped for use on public roadways. Trailers and other conveyances being moved, towed, or transported by another motorized vehicle are considered part of that vehicle.

Other vehicles—Any conveyance powered by a motor, the rider, gravity, wind, etc., that is not licensed or intended for use on public roads.

Pedestrian—Any person traveling on foot or by wheelchair, including motorized wheelchairs, skates, skateboards, and similar conveyances that must interface with motorized vehicles, other vehicles, bicycles and/or other pedestrians on or along public roadways, paths, or trails.

Safety- and environment-responsible manager/supervisor—A manager or supervisor responsible for authorizing work

5.0 Precautions and Limitations

This document does not address all conceivable situations. Contact HSR-5 for any special situations and for exceptions to the requirements stated in this document.

6.0 Implementation Requirements

Individual or Organization	Shall
Safety- and Environment-Responsible Manager/ Supervisor	<ul style="list-style-type: none">• ensure that all motor vehicle operators have a current driver's license from their state of residence and the proper authorizations for the vehicle to be driven.• ensure that the accident reporting follows the requirements of <i>Attachment A</i>.• ensure that personnel assigned or allowed to drive GOVs are capable of operating them safely and qualified to operate them, if a requirement exists.• ensure that GOVs are kept in safe operating condition.• promote vehicle and pedestrian safety within their organizations.
BUS-DO Risk Management Office	<ul style="list-style-type: none">• process third-party claims against the Laboratory.• report final damage reports to HSR-5 CAIRS representative.
Industrial Hygiene and Safety Group (HSR-5)	<ul style="list-style-type: none">• appoint a Traffic Safety Coordinator as the point-of-contact and lead for traffic safety related issues and requirements.• investigate accidents.• maintain accident reports and other documents related to vehicle and pedestrian safety issues for trending or further analysis.

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	<ul style="list-style-type: none">• complete and submit to DOE the DOE Form F5484.3 (CAIRS) for each recordable accident on a quarterly basis.• investigate and resolve the safety complaints of workers regarding vehicular, equipment, and pedestrian safety.• assist organizations with establishing and promoting vehicle, equipment, and pedestrian safety programs.
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Individual or Organization	Shall
Occurrence Reporting Group (PS-7)	<ul style="list-style-type: none">• coordinate the investigation of any accident that qualifies as an abnormal event with the responsible individuals specified in LIR 201-00-04, "Abnormal Events."
Emergency Management and Response Group (S-8)	<ul style="list-style-type: none">• respond to reported accidents in the Los Alamos County area that involve LANL personnel or equipment.• inform all cognizant organizations, as well as the safety- and environment-responsible manager/supervisor, of those involved in the accident.
Utilities and Infrastructure Group (FWO-UI)	<ul style="list-style-type: none">• appoint a LANL traffic engineer, who has decision-making authority over existing and new road designs, postings, and traffic and pedestrian control devices on all DOE-owned roads on LANL property.• coordinate construction, maintenance, and controls of roads, sidewalks, trails, and paths on LANL property.
HSR Training Center (HSR-13)	<ul style="list-style-type: none">• provide vehicle and pedestrian instructional and safety courses, as directed by senior management to support the needs and objectives of the Laboratory and its related traffic and pedestrian safety programs or initiatives.
Property Management Group (BUS-6)	<ul style="list-style-type: none">• assist LANL organizations and their contractors and subcontractors with assigned GOVs in the efficient usage and maintenance of the vehicles in accordance with established requirements, schedules, and procedures.
Traffic Advisory Committee	<ul style="list-style-type: none">• be chaired by the LANL traffic engineer and comprise representatives of DOE-LAAO, HSR-5's Operational Safety Section, the LANL maintenance contractor, and the Los Alamos County traffic engineer.• meet quarterly to discuss and act upon issues regarding public roads on LANL property.

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Individual or Organization	Shall
General Services Administration	<ul style="list-style-type: none">• provide LANL, the protective force contractor, and the maintenance contractor with safe and reliable vehicles.• coordinate repairs for damaged GOVs.• notify user organizations when preventative maintenance is required on their vehicles.
LANL Protective Force Contractor	<ul style="list-style-type: none">• investigate accidents that involve its employees.• <i>ensure that the accident reporting follows the requirements of Attachment A.</i>• complete DOE forms F 5484.3 for recordable accidents and submit them to the HSR-5 CAIRS coordinator on a quarterly basis.• assist the LAPD with traffic control during emergency situations on public roads.• be the primary organization responsible for traffic direction during incidents on access-restricted and public access roads.
LANL Maintenance Contractor	<ul style="list-style-type: none">• investigate accidents that involve its employees.• <i>ensure that the accident reporting follows the requirements of Attachment A.</i>• complete DOE Form 5484.3 for recordable accidents and submit them to the HSR-5 CAIRS coordinator on a quarterly basis.
Los Alamos Police Department	<ul style="list-style-type: none">• enforce traffic regulations and investigate accidents on public roads on LANL property.• provide initial traffic direction during incidents on public roads.• <i>provide accident reports as needed concerning LANL workers or accidents occurring on LANL property.</i>
Individual Motor Vehicle Operator	<ul style="list-style-type: none">• have a valid driver's license from his/her state of residence.• follow all federal, state, county, and local laws.• report all accidents to EM&R at 667-6211.• <i>provide written accident reporting following the requirements of Attachment A.</i>• not leave unattended vehicles idling.• not smoke in a GOV.• minimize or consider not using cellular phones or like devices while the vehicle is in motion.• observe and respect parking and loading zone restrictions.• be strongly encouraged to wear a DOT approved helmet while

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	riding a motorcycle.
Individual or Organization	Shall
Bicyclists	<ul style="list-style-type: none"> follow the county bicycle ordinances. And other applicable state and federal laws. <p>County Bike Codes http://www.labikes.org/LACCODE.html</p> <p>The NM State Bike Codes. http://www.swcp.com/~russells/nmts/government.htm http://www.labikes.org/NMBikeLaw.html</p> <ul style="list-style-type: none"> be strongly encouraged to wear a helmet (meeting either the CPSC or ASTM F1447 standard) when riding at LANL.
Other Vehicle Users	<p>Motorized (except wheelchairs and those not intended for public roadways):</p> <ul style="list-style-type: none"> follow the rules and regulations followed by motor vehicles. be familiar with the operation of the vehicle and authorized by his/her group-level safety- and environment-responsible manager to operate it. follow the manufacturer's directions for safe operation of the vehicle. wear seat belts in vehicles that are equipped with them. not transport any passenger unless he/she is in a seat. wear a DOT approved safety helmet for ATV's and similar vehicles. <p>Non-motorized:</p> <ul style="list-style-type: none"> follow the same rules as pedestrians (see below).
Trailer Users	<ul style="list-style-type: none"> ensure that the brake, tail lights, and trailer brakes are functioning properly before moving the vehicle. connect the trailer safety chains to the vehicle. ensure that the towing vehicle and associated equipment have the rated capacity to handle the trailer. obtain authorization to tow trailers or other vehicles by the safety- and environment-responsible manager/supervisor before conducting any operation.

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Individual or Organization	Shall
Boat Users	<ul style="list-style-type: none">• follow federal (US Coast Guard) and state regulations for the type of boat in use, including the use of a Coast Guard-approved personal floatation device anytime he or she is on the vessel or working near the water's edge.• be familiar with the operation of the vessel.• obtain authorization from the safety- and environment-responsible manager/supervisor.• not operate vessels alone.• file a trip plan with the safety- and environment-responsible manager/supervisor before leaving the Laboratory.• have an appropriate means of emergency communication available.• follow the manufacturer's recommendations on the vessel's load limits.
Pedestrians	<ul style="list-style-type: none">• travel on sidewalks, trails, designated paths, and road shoulders when they are available.• obey applicable traffic control devices and signage that controls or restricts access or movement.• cross heavily used roadways only at marked crosswalks when they are available.• when on roadways, walk on the left-hand side (facing traffic) and stay as close to the left-hand side as practical wherever it is feasible.• when on sidewalks, trails, and paths, travel on the right hand side and warn other pedestrians verbally, if you intend to pass them.• stay alert and act defensively. Never assume that drivers or riders can see you and will grant you the right-of-way.• not wear headphones or other devices that would distract you or prevent you from hearing a warning, if you intend to cross roadways or use mixed use sidewalks, trails, or paths.

7.0 Documentation

The following records must be maintained by the requesting organization.

GSA Standard Form SF-91, Motor Vehicle Accident Report (Available in the vehicle glove compartment or from GSA 5-0082).

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GSA Standard Form SF-94, Witness Statement (Available in the vehicle glove compartment or from GSA 5-0082).

DOE F 5484.3, CAIRS Form (Available from HSR-5, 7-4644).

8.0 References

8.1 Document Ownership

HSR-5 is the office of institutional coordination for this document.

8.2 Referrals

None

8.3 Documents

DOE Order 231.1, Change 2, "Environment, Safety, and Health Reporting,"
<http://www.explorer.doe.gov:1776/htmls/regs/doe/newserieslist.html>

DOE Order 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees," <http://www.explorer.doe.gov:1776/htmls/regs/doe/newserieslist.html>

General Services Administration, "Fleet Management", Regional Bulletin FPMR 7-G-189, 1 October 1999, <http://www.gsa.gov/regions/7fss/7ff/index.htm>

Laboratory document LPR 402-00-00.0, "Worker Health and Safety." |

Laboratory document LIR 201-00-04, "Abnormal Events."

Laboratory document LIR 402-1110-01.0, "Forklifts and Powered Industrial Trucks."

Laboratory document LIR 405-10-01, "Packaging and Transportation."

New Mexico Motor Vehicle Code, Title 18, Chapters 2 (Part 3), 18 (Part 5), and 19.
<http://www.state.nm.us/tax/pubs/nmlaws.htm>

US Coast Guard Federal Regulations, Recreational Boating Regulations
<http://www.uscg.mil/hq/g-m/regs/reghome.html>

9.0 Attachments

Attachment A Vehicle Accident Reporting and Notification Procedure

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ATTACHMENT A

VEHICLE ACCIDENT REPORTING AND NOTIFICATION PROCEDURE

REQUIREMENT

LIR Title	LIR Number
Vehicle and Pedestrian Safety	402-1320-01 .2

The following procedural reporting and notification requirements encompass all vehicle and traffic related accidents:

- 1) that happen on LANL property. This includes any accidents involving employees and/or employee-owned vehicles on Laboratory property in addition to normally reported accidents involving government-owned vehicles and employees on official business.
- 2) that occurs off-site when an employee is on Laboratory business.

This provides employees with a single reporting path for all vehicle accidents, simplifies requirements, ensures that the required information and documents are provided to the necessary organizations, provides for data collection, ensures compliance with GSA requirements, assists property management in meeting procedural requirements, and provides needed information to LANL Risk Management.

Requirements for all vehicle accidents that occur on LANL property:

Individual or Organization	Shall
Driver/employee	1. calls EM&R @ 667-6211 or 911 if medical assistance is needed; 2. completes GSA Form SF-91; and 3. submits SF-91 to manager/supervisor for review and signature.
911 (CAS)	1. dispatches needed assistance; and 2. calls EM&R @ 667-6211 and provides the needed information.
EM&R	1. notifies personnel and organizations per their requirements; 2. notifies driver/employee's manager/supervisor; and 3. responds to scene and act per their requirements.
HSR-5	1. responds to accident scene after EM&R notification; 2. gathers information and take photographs; 3. assists driver/employee with SF-91, if needed; 4. obtains LAPD accident report, if applicable; 5. receives and distributes SF-91 and other pertinent documents to Risk Management, Property Management, CAIRS, etc.; and 6. maintains CAIR's and other records, as required.
Manager/supervisor	1. assists driver/employee with SF-91, as needed; 2. reviews, verifies and signs SF-91 as the accident investigator; 3. submits SF-91 and other supporting documents to HSR-5 within two (2) working days of the accident.
BUS-6 Property Representatives	1. notifies the GSA's Accident Control Center at 1-800-325-2958 of all accidents involving government vehicles; and 2. handles all required communications and coordination with GSA.

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Requirements for all vehicle accidents that occur offsite when an employee is on Laboratory business:

Individual or Organization	Shall
Driver/employee	<ol style="list-style-type: none">1. calls local law enforcement or 911 if medical assistance is needed;2. calls EM&R @ 667-6211, when time permits;3. obtains point-of-contact information to request a police accident report;4. completes GSA Form SF-91 (or equivalent); and5. submits SF-91 to manager/supervisor for review and signature.
EM&R	<ol style="list-style-type: none">1. notifies personnel and organizations per their requirements;2. notifies driver/employee's manager/supervisor; and.
HSR-5	<ol style="list-style-type: none">1. receives and distributes SF-91 and other pertinent documents to Risk Management, Property Management, CAIRS, etc.;2. assists in and/or obtains police accident report, if available; and3. maintains CAIR's and other records, as required.
Manager/supervisor	<ol style="list-style-type: none">1. assists driver/employee with SF-91, as needed;2. reviews, verifies and signs SF-91 as the accident investigator;3. submits SF-91 and other supporting documents to HSR-5 within five (5) working days of the accident.
BUS-6 Property Representatives	<ol style="list-style-type: none">1. notifies the GSA's Accident Control Center at 1-800-325-2958 of all accidents involving government vehicles; and2. handles all required communications and coordination with GSA.